

## **ACTS Reports and Tools**

### **AzEIP Child Tracking System Reports and Tools**

#### **User Guide**

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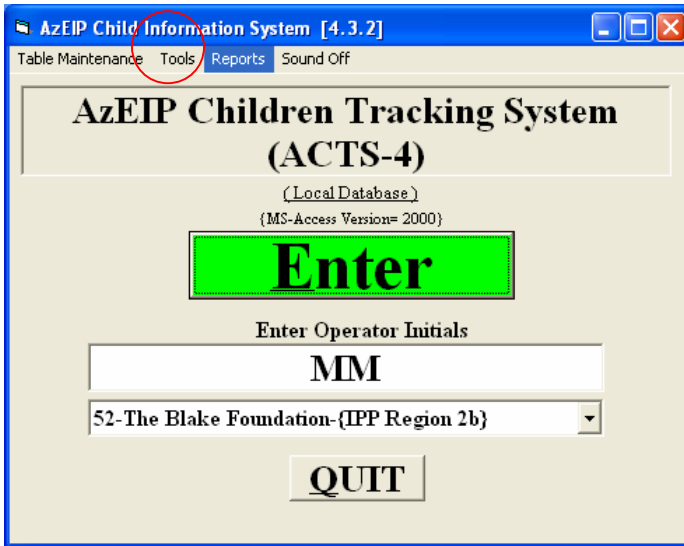
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## A. Tools Available from the ACTS Log In Screen

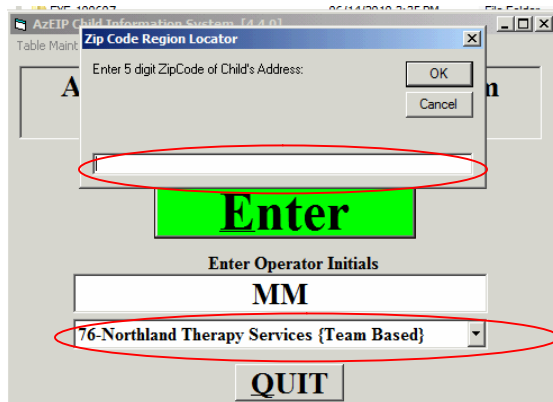


### **Accessing ACTS built-in tools-**

1. Enter your initials on the ACTS log in screen. Click “OK to use this name”
2. Hit Tab key to activate Tools and Reports functions on the log in screen
3. Click on Tools on the ACTS menu bar; this will bring up a dropdown list of available tools.

**1. Regional Zip Locator-** You can use this application to identify the contractor and region for a zip code. This application looks to the built-in AzEIP zip code tables to find which region the zip is associated with.

- On the Log In screen, click on Tools, and select Regional Zip Locator from the dropdown list. This screen will appear:



- Enter the zip code that you are researching.
- If the application finds the zip code in the tables, the contractor and region will be displayed on the Program line of the log in screen.
- When you are finished using the application, close the Zip Locator box and then re-set the program name to your program before continuing with data entry.

**2. Child Locator**- In addition to locating a record based on a name, ID number, or DOB, this version will display a list of all child records for a region within a database.

- On the Log In screen, click on Tools, and select Child Locator from the dropdown list. This screen will appear:

- You have several search options; select one:
  - By child's name
  - By child's ACTS ID number
  - By child's DOB
  - By Region – this option will list all children within the selected region
- After selecting a search option, start typing the name or DOB etc into the blank field. The list displayed below will scroll to records that match the information.
- Once you have located the record on the list, select it by double clicking on it. The information for that record will appear in the fields at the bottom of the screen.
- If you want to retrieve all of the case information for that record, click on Entire Case Report button at the lower right of the screen. A text file will open; this file can be saved, printed or deleted.

## **B. Reports Available from the ACTS Log In Screen**

AzEIP Child Information System [4.3.2]  
Table Maintenance Tools Reports Sound Off

**AzEIP Children Tracking System  
(ACTS-4)**  
(Local Database)  
{MS-Access Version= 2000}

**Enter**

Enter Operator Initials  
MM

52-The Blake Foundation-{IPP Region 2b}

QUIT

### **Accessing ACTS built-in reports-**

4. Enter your initials on the ACTS log in screen. Click “OK to use this name”
5. Hit Tab key to activate Tools and Reports functions on the log in screen
6. Click on Reports on the ACTS menu bar; this will bring up a dropdown list of available reports.

AzEIP Child Information System [4.4.0]  
Table Maintenance Tools Reports Sound Off

**AzEIP C** **g System**

IPP Monthly Report  
IPP Weekly Report  
IPP Progress Analysis Report  
MS-Access Report Viewer  
Missing Information Request  
Responsible Info  
IFSP Monthly Case Units  
IFSP Monthly Service Cost  
IFSP Missing Planned Start Dates  
IFSP Monthly Service Analysis  
IFSP Next Review Dates  
Quick Date Analysis of Records  
Open IFSP Cases  
Transition IFSP List

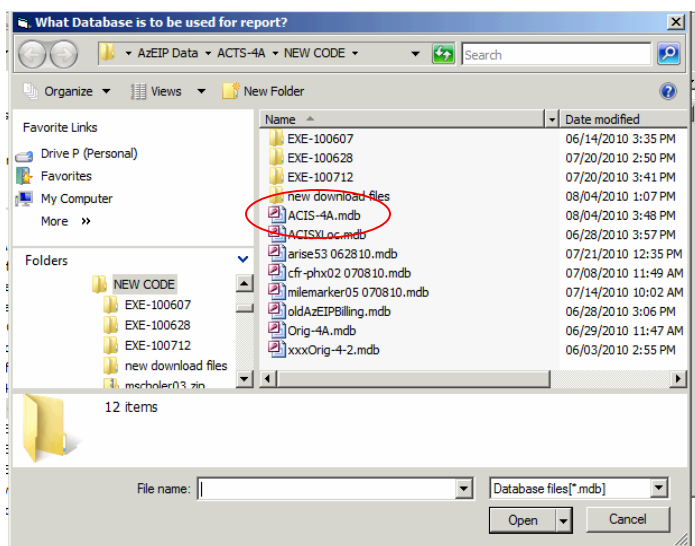
76-Northland Therapy Services {Team Based}

QUIT

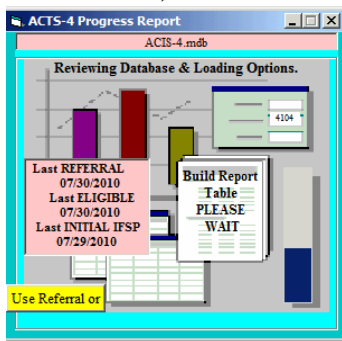
7. From this drop-down list, the following reports are currently available:
  - IPP Progress Analysis Report
  - Responsible Information
  - IFSP Missing Planned Start Dates
  - IFSP Next Review Dates
  - Quick Date Analysis of Records
  - Open IFSP Cases
  - Transition IFSP List
8. Click on the report that you want to run and a dialogue box will open. The following sections provide the directions for running each of the reports.

## 1. IPP Progress Analysis and Timeline Report-

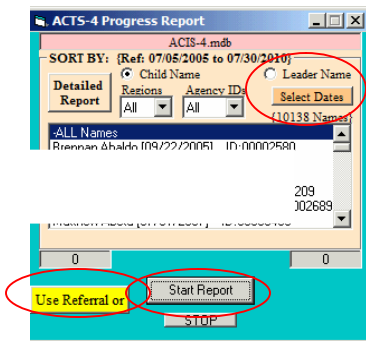
- Select the IPP Progress Analysis Report from the drop down list on the ACTS Reports menu.
- The following screen will appear, and you are asked to select the database that will be used for this report.
- Select the ACIS-4A.mdb



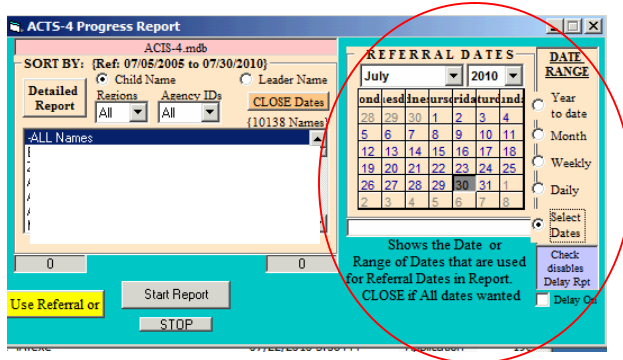
- The Progress Report screen will appear, with an advancing blue bar in the lower right corner. ,



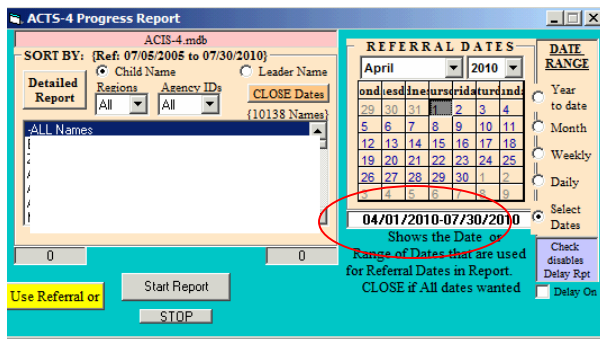
- When the blue bar reaches the top, the screen will change:



- At this point, you have can select various parameters for the report:
  - Select to run the report for all children within a specified date range or
  - Check Leader Name and select one Service Coordinator or Team Lead from the list and run a report for only their case load.
  - Select all records within a specified date range, based on the Referral date, Eligibility date, or initial IFSP date. Click on the small box on the lower left to switch between options.
- Click the orange Select Dates button to set the date range for the report. A calendar will open up.



- To set the desired date range, first click on the Select Dates button under Date Range.
- Using the calendar, select the beginning year, month and date by pointing and clicking. The selected date will appear in the white box at the bottom of the calendar.
- Select the ending date for the report in the same way. There should now be a date range in the box.



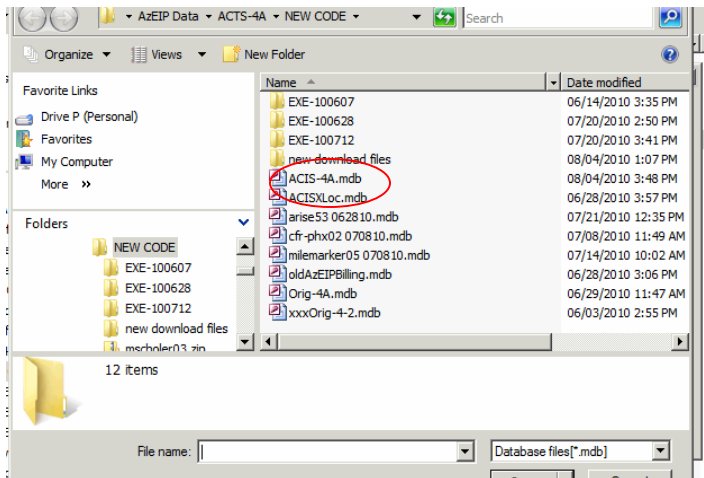
- Click Start to begin building the report. You will see an arrow moving from left to right below the center box, as the report compiles the records.

3. When the process is complete, the report will open up on your screen. There are two worksheets in the report, the Delay (45 Day Timeline) Report, and the Progress Report. The Progress Report lists all of the records within the specified time frame, and the Delay report performs and summarizes the 45 day timelines for those children in a table format.
4. Perform a File/Save As to save the file under a new name.
5. The Progress Report worksheet can be copied, sorted, and filtered to analyze the results.
6. When you close the report spreadsheet, you will be asked if you want to save the results.
7. After closing the report spreadsheet you will return to the report screen from which you can run another report with different parameters, or end the progress report function by clicking on Stop.

Case ID	Child's Name	Agency	Rec ID	Team Leader	REFERRAL	ELIGIBLE	Diff	Reason	Status	Acceptance	Diff	Initial IFSP	Diff	Reason
3					07/07/2010		0		UKN		0		0	
4					05/05/2010	05/17/2010	12		NO		0		0	
5					03/23/2010	04/07/2010	15	YES	04/07/2010	15	04/14/2010	22		
6					06/07/2010	07/12/2010	35		NO		0		0	
7					03/25/2010	04/30/2010	36		NO		0		0	
8					04/05/2010	04/12/2010	7		NO		0		0	
9					07/22/2010	07/31/2010	9	YES			0	08/03/2010	12	
10					04/05/2010	05/27/2010	52	R YES	05/28/2010	53	06/04/2010	60	R	OVERg
11					03/11/2010	04/09/2010	29	YES			0	04/22/2010	42	
12					04/30/2010	05/21/2010	21		NO		0		0	
13					06/17/2010	07/01/2010	14		NO		0		0	
14					05/05/2010	05/17/2010	12		NO		0		0	
15					04/07/2010	05/03/2010	26	YES	05/03/2010	26	05/13/2010	36		
16					04/13/2010	05/10/2010	27	YES	05/10/2010	27	05/17/2010	34		
17					05/20/2010	06/01/2010	12		NO		0		0	
18					04/29/2010	05/01/2010	84	F	UKN		0		0	
19					06/03/2010	07/12/2010	39		NO		0		0	
20					05/13/2010	05/20/2010	7		NO		0		0	
21					06/14/2010	06/21/2010	7		NO		0		0	
22					06/14/2010	06/21/2010	7		NO		0		0	
23					06/03/2010	06/17/2010	14		NO		0		0	
24					04/14/2010	04/15/2010	1		NO		0		0	
25					05/06/2010	05/18/2010	12		NO		0		0	
26					06/29/2010	07/05/2010	6		NO		0		0	
27					03/18/2010	04/15/2010	28		YES	04/15/2010	28	04/26/2010	39	

2. **Quick Date Analysis Report-** This report identifies records with specific missing data or with certain data errors.

- To get the most accurate results with this report, you must first run the ACTS Last Date.exe application against your ACIS-4A.mdb. When the report screen appears, click on the yellow Write to Origin Date button in the lower right corner, then close the screen by clicking on the x in the upper right corner.
- From the ACTS log in screen, select the Quick Date Analysis Report from the drop down list on the ACTS Reports menu.
- The following screen will appear, and you are asked to select the database that will be used for this report. Select the ACIS-4A.mdb.



- The Review Data screen will appear. If your database is large this may take a few minutes.

MASTER	ELIGIBILITY	IFSP	SERVICES	DELIVERY
14004KB	1751	1551	2496	5308
07/12/2010	1545	1545	853	617
06/30/2010	0	0	692	928

Records, Cases & Missing Errors Counted				
DOB	Referral	Initial	Services	Delivery
ZipCodes	Eligible	Exits	P-Start	
Ethnicity	Status	Reasons	A-Start	
County	Reasons	Transfer	Delays	
Gender	Completed	Delays		Services
	Delays			Settings

Records Reviewed			
0	0	0	0

Ignore DOBs before:

All

Type of Data:  
☐ IPP Data  
☐ EI Data  
☒ Both



- In the lower left hand corner, you can enter a DOB. The report will ignore all records with a DOB earlier than this date.
- Click Begin. If your database is large it may take several minutes for the report results to appear.
- The report results will open automatically in an Excel file format.

ACIS-4A.mdb on  
08/04/2010

File Size:	14004KB
Origin Date:	07/14/2010
No. of Tables:	49
Total Records:	47821
Data Records:	22297
Master Records:	1545
Cases:	1545
Elig Records:	1751
Cases:	1545
Ifsp Records:	1551
Cases:	1545
Service Recs:	2496
Cases:	853 692=Missing
Delivery Recs:	5308
Cases:	617 928=Missing
Report Date:	06/30/2010

**RED = FUTURE Dates**  
**ORANGE = REPORT Problem Dates**

-----  
-----  
NTST--Northland Therapy Services {Team Based}

/=====\  
MASTER DOB

RECORDS Tested: 311

\=====/  
Date Of Birth Range: 10/02/2007 to

**05/21/2010**

[ TOTAL DOB ERRORS--<[0]>--}

/=====\  
MASTER ZIP RECORDS Tested: 311 out

of 311

\=====/  
Zip Code Range: 85634

to 86047

[ TOTAL ZIPCODE ERROS--<[0]>--}

/=====\  
MASTER Ethnicity RECORDS Tested: 311 out of 311

\=====/  
Ethnicity Range: 0 to

Wht

[Invalid Ethnicity Code]      DOB      AGENCY      ETHNICITY

[MISSING ETHNICITY]      DOB      AGENCY      ETHNICITY

[      TOTAL ETHNICITY ERRORS--<[2]>--}

/=====\  
**MASTER COUNTY RECORDS Tested: 311 out of 311**

\=====/  
COUNTY Range:

Apache to Pima

COUNTIES

INCLUDE:[Pima][Navajo][Apache]

[      TOTAL COUNTY ERRORS--<[0]>--}

/=====\  
**MASTER G E N D E R RECORDS Tested: 311 out of 311**

\=====/  
GENDER Range: 1 to 2

[      TOTAL G E N D E R ERRORS--<[0]>--}

/=====\  
**ELIGIBILITY REFERRAL RECORDS Tested: 1751 out of 1751**

\=====/  
REFERRAL Date Range: 05/21/1998 to

**07/22/2010**

[REFERRAL IS FUTURE  
DATE]

DOB

Agency

Referral

EligDate

Status

[      TOTAL REFERRAL ERRORS--<[1]>--}

[ELIG DATE IS FUTURE  
DATE]

DOB

Agency

ReferralDate

EligibleDate

Status

Reason

[      TOTAL DECISION DATE ERRORS--<[1]>--}

[      TOTAL DECISION STATUS ERRORS--<[0]>--}

[      TOTAL DECISION REASON ERRORS--<[0]>--}

/=====\  
**I F S P : INITIAL MEETING RECORDS Tested: 916 out of 1037**

\=====/  
Initial IFSP Date Range: 05/27/1998 to

**08/03/2010**

[Initial-IFSP IS FUTURE  
DATE]

DOB

Agency

Referral

EligDate

Initial

Last-Review

[ TOTAL INITIAL IFSP ERRORS --<[1]>--]

/=====\  
I F S P : EXIT DATE RECORDS Tested: 859 out of 1551  
\\=====/  
EXIT Date Range: 10/08/2000 to  
07/06/2010

/=====\  
S E R V I C E S : SERVICE-IDs Tested: 2496 out of 2496  
\\=====/  
SERVICE ID Range: 1 to  
18

[Missing Cases found in  
MASTER table] DOB Agency [234]

[ TOTAL SERVICE-ID ERRORS --<[0]>--]

[MISSING SERVICE  
Planned Start] DOB Agency InitIFSP ServiceId PlannedStart ActualStart

[Actual-Start IS FUTURE  
DATE] DOB Agency InitIFSP ServiceId IFSP\_ID PlannedStart

[MISSING SERVICE  
Planned Start] DOB Agency InitIFSP ServiceId PlannedStart ActualStart

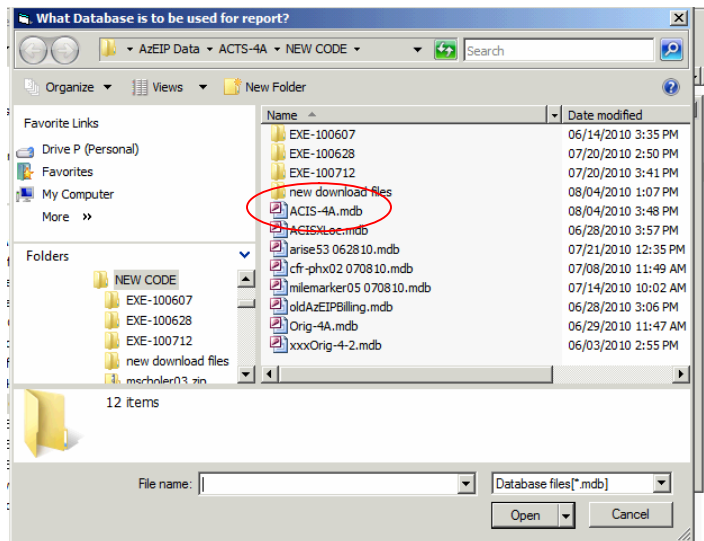
[ TOTAL MISSING Planned-Start DATE ERRORS --<[3]>--]

[MISSING SERVICE  
Actual-Start] DOB Agency InitIFSP ServiceId PlannedStart ActualStart

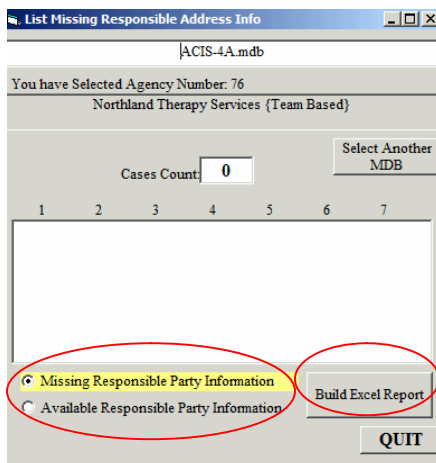
[ TOTAL MISSING ASD ERRORS --<[]>--]

### 3. Responsible Party Address Information Report

- Select the Responsible Party Report from the drop down list on the ACTS Reports menu.
- The following screen will appear, and you are asked to select the database that will be used for this report.
- Select the ACIS-4A.mdb



- This screen will appear:



- Select either Missing Responsible Party Information, or Available Responsible Party Information.
- Click Build Excel Report
- The report function will compile a list of all records with an open IFSP that either have or don't have responsible party information, and will display the address information that is available for each of the listed children. The report results can be saved.
- Finish by clicking on Quit.

#### 4. IFSP Missing Planned Start Dates

- Select the Responsible Party Report from the drop down list on the ACTS Reports menu.
- A blue dialogue box will open



- The "Report Month" can be entered by either a value (1-12), an abbreviated spelling of the Months name (Jan, Feb, etc), or fully spelled out (June, July, etc.). When the entry box is exited the entry will be validated for correct form and fully spelled out in the box.
- The Report Year can only be entered as 4 digits, and can not be later than the current year. If the month or year is entered incorrectly, a warning message will be displayed and ACTS will return to the item that is incorrect.
- Click Create Report to begin the report process. In a few seconds the report results will be displayed on the screen.
- You may review the report in Excel and save, print, or delete the report. You must give it a new file name when using the Save option.
- Click on the "Exit" button to return to the ACTS Log In screen.

### ***ARIZONA DEPARTMENT OF ECONOMIC SECURITY***

#### **Arizona Early Intervention Program**

#### **Children Missing Planned Service Start Dates**

Report Created on: 08/04/2010 3:51:24 PM

Reported By: **76 - Northland Therapy Services {Team Based}**

Report Month: *Initial IFSP Dates following August 2010*

Cnt	Agy	AzEIP Case	Name	DOB	Service Description
1	76	00003518	Lovely Arizona	05/21/2010	Coordination

5. **IFSP Next Review Dates**-Identifies open IFSP records that are due for a 6 month review

- Select the Responsible Party Report from the drop down list on the ACTS Reports menu.
- A blue dialogue box will open:



- The "Report Month" can be entered by either a value (1-12), an abbreviated spelling of the Months name (Jan, Feb, etc), or fully spelled out (June, July, etc.). When the entry box is exited the entry will be validated for correct form and fully spelled out in the box.
- The Report Year can only be entered as 4 digits, and can not be later than the current year. If the month or year is entered incorrectly, a warning message will be displayed and ACTS will return to the item that is incorrect.
- Click Create Report to begin the report process. In a few seconds the report results will be displayed on the screen.
- You may review the report in Excel and save, print, or delete the report. You must give it a new file name when using the Save option.
- Click on the "Exit" button to return to the ACTS Log In screen.

***ARIZONA DEPARTMENT OF ECONOMIC SECURITY***

**Arizona Early Intervention Program**

**Monthly IFSP Review List**

Report Created on: 08/04/2010 3:54:16 PM

Reported By: **76 - Northland Therapy Services {Team Based}**

Report Month: *August 2010*

Cnt	Agy	AzEIP Case	Name	Next Review Date
Parent/Guardian/Caregiver 1 Information				
1	06	00000000	Lovely Arizona	08/15/2010
Spring Arizona; 123 Telescope Way; Sells.				

6. **The Open IFSP Cases Report** displays all cases with an IFSP date and no Exit date.



- The "Report Month" can be entered by either a value (1-12), an abbreviated spelling of the Months name (Jan, Feb, etc), or fully spelled out (June, July, etc.). When the entry box is exited the entry will be validated for correct form and fully spelled out in the box.
- The Report Year can only be entered as 4 digits, and can not be later than the current year. If the month or year is entered incorrectly, a warning message will be displayed and ACTS will return to the item that is incorrect.
- Click Create Report to begin the report process. In a few seconds the report results will be displayed on the screen.
- You may review the report in Excel and save, print, or delete the report. You must give it a new file name when using the Save option.
- Click on the "Exit" button to return to the ACTS Log In screen.

## ***ARIZONA DEPARTMENT OF ECONOMIC SECURITY***

### **Arizona Early Intervention Program**

#### **Open IFSP Cases Report**

Report Created on: 08/05/2010 1:23:07 PM

Reported By: **76 - Northland Therapy Services {Team Based}**

<b>Cnt</b>	<b>Agy</b>	<b>AzEIP Case</b>	<b>Name</b>	<b>DOB</b>
1	76	00003518	Arizona, Lovely	05/21/2010

## C. ACTS reports accessed from the data entry screens:

**1. Group Selection** This **CASE CONTROLS** dropdown selection box is a feature that allows the user to select only a specific group of the current cases.

- **ALL** : All cases in the current selected agency group
- **\_\_\_/ IPP Cases \\_\_\_** : Only cases with IPP & no Initial IFSP
- **OPEN IPP** : Only cases that haven't completed IP Process are displayed
- **CLOSED IPP** : Only cases that have Eligibility = NO are displayed
- **ELIGIBLE IPP** : Only cases with Eligibility = YES are displayed
- **ELIG >45 Days of REF** : All Cases with Eligibility date Empty & >45 days from Referral date or Eligibility date > 45 days from Referral.
- **-ELIG w/o Reasons**: Same as above without Reasons.
- **-ELIG with Reasons**: Same as above but with Reasons.
- **\_\_\_/ IFSP Cases \\_\_\_** : Only cases with Initial IFSP.
- **OPEN IFSP** : Only cases with Initial IFSP Dates and **no** Exit Dates are displayed
- **CLOSED IFSP** : Only cases with Initial IFSP Dates and Exit Dates are displayed
- **TRANSITIONED IFSP** : Same as Closed but only "IDEA" Eligible cases.
- **IFSP >45 Days of REF** : All Cases with Initial IFSP Dates that are Empty & >45 days or With a Date >45 days from Referral Date.
- **-IFSP w/o Reasons**: Same as {k.} and **do not** have a stored reason
- **-IFSP with Reasons**: Same as {k} and **do** have a stored reason
- **\_\_\_/ SERVICES \\_\_\_** : Only cases with a Service record.

**SERVICE START >30 Days**: All cases that include a PLANNED Start Date and NO ACTUAL Start Date over 30 days or with a Date but over 30 days from Planned Start Date.

The screenshot displays the ACTS-4A data entry interface for Case #00003518, titled "Lovely Arizona [DOB:05/21/2010] REF:07/22/2010 INIT:08/03/2010". The interface includes a top menu bar with buttons: EXIT, FIND NAME, FIND ID, Case History, Note, Add, Edit, Delete, Save, and Cancel. Below this is a tabbed interface with four tabs: Child Demographics, IPP Assessment, IFSP Performance, and Services Information. The "Child Demographics" tab is active, showing a form with the following fields and values:

- Child ID: 00003518
- Date Referral Received: 07/22/2010
- Child Last Name: Arizona
- Agency Child ID: MM
- Child First Name: Lovely
- Child Middle Name:
- Sex: F
- Birth Date: 05/21/2010
- Child's N:
- Ethnicity & Race (Select All that apply): PCG Lat Ind Asn Wht
- Zip Code: 85634
- REGION: 2B
- County: Pima
- Tribe: Tohono O'odham
- Reservation: Tohono O'odham
- Language spoken by Family: English

Below the demographics section are tabs for "Current Residence", "Parents", "=>Responsible<=", and "Contact Information". The "Current Residence" tab is active, showing:

- Address: 123 Telescope Place
- City: Sells
- Phone: 520-555-5555
- State: AZ
- DDD District: 2
- Transition School District: Indian Oasis-Baboquivari Unifi



- Click on the orange box that reads All.
- Select the group of records that you are interested in.

ACTS-4A Cases for: 76-Northland Therapy Services {Team Based} for ELIGIBLE IPP Group

Case #00003518: Lovely Arizona [DOB:05/21/2010] REF:07/22/2010 INIT:08/03/2010

EXIT Print List Case History Note Add Edit Delete Save Cancel

Child Demographics IFSP Assessment IFSP Performance Services Information Eligible IPP

Child ID: 00003518 Date Referral Received: 07/22/2010

Child Last Name: Arizona Agency Child ID: Child record last changed: Operator: MM Date Time Updated: 08/04/2010 12:15:51 PM

Child First Name: Lovely Child Middle Name: Sex: F Birth Date: 05/21/2010 Child's Nickname(AKA):

Ethnicity & Race (Select All that apply): PCG Lat Ind Asn Wht ZipCode: 85634 REGION: 2B County: Pima

Tribe: Tohono O'odham Reservation: Tohono O'odham Language spoken by Family: English

Current Residence Parents =>Responsible<= Contact Information

Address: Use Parent-1 Use Parent-2 Use Responsible City: Sells

Phone: 520-555-5555 State: AZ DDD District: 2

Transition School District: Indian Oasis-Baboquivari U

- If you want to print a list of the records, click Print List.
- The report will print in the following format.

#### ACTS-4A Cases for: 76-Northland Therapy Services {Team Based} for OPEN IPP Group [ 14 ]

Alpha	Last Name, First Name	DOB	Agency	Case Id
-------	-----------------------	-----	--------	---------

## 2. Child History Reports

- You can run, save and print individual **Child History** reports by clicking on the CASE HISTORY button in the purple area at the top of the ACTS data entry screens and then choosing **IPP** or **IFSP**

Child's Name:	<b>Lovely Arizona</b>	Birthdate:	<b>05/21/2010</b>	Gender:	<b>F</b>	Social Security #:	
Ethnicity:	<b>PCG Lat Ind Asn Wht</b>	Tribe:	<b>Tohono O'odham</b>	Reservation:	<b>Tohono O'odham</b>		
Residence:	<b>123 Telescope Place</b>	Zip Code:	<b>85634</b>	City:	<b>Sells</b>	State:	<b>AZ</b> County: <b>Pima</b>

CONTACT INFORMATION						
	Name	Relationship	Address/Function/Report/Result	Home Phone	Work Phone	
Rsp	Spring Arizona	(Relationship to Child)	123 Telescope Place Sells, AZ 85634	520-555-5555		
Par	Spring Arizona		123 Telescope Place Sells, AZ 85634	520-555-5555		
Par	Sky Arizona		123 Telescope Place Sells, AZ 85634	520-555-5555		
ER	---					
MDT	---					
Ref	---					
Evl	---					
Med	---					
Agy	---					

[ Rsp=Responsible Par=Parent ER=Emergency MDT=MDT Team Leader Ref=Referrer Evl=Evaluator Med=Medical Agy=Primary Agency ]

INSURANCE INFORMATION					
PRIMARY INSURANCE			SECONDARY INSURANCE		
Name	Group#	Identification#	Name	Group#	Identification#

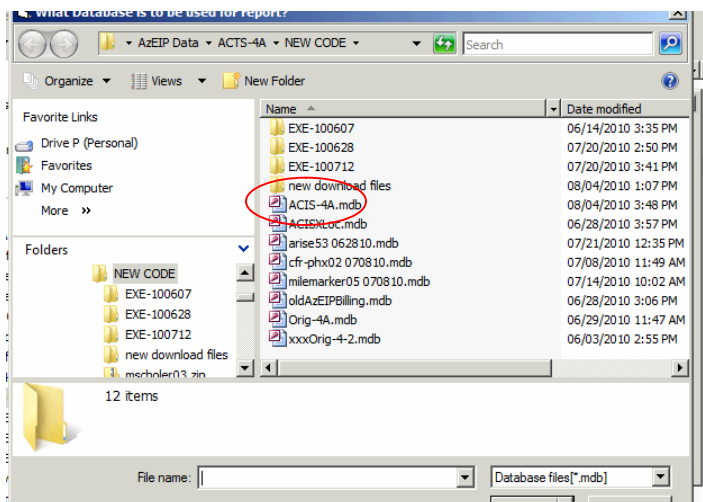
STATUS MILESTONE DATES								ELIGIBLE STATUS: <b>MovedToIFSP</b>	
12 days Elapsed									
Referral Received	Contact Initiated	Initial MDT Meeting	Medical Diagnosis	Evaluations Performed	Eligibility Determined	Primary Agency	ASQ Enroll	Initial IFSP	
<b>07/22/2010</b>	---	---	---	---	<b>07/31/2010</b>	---	---	<b>08/03/2010</b>	
<b>0y 2m 1d</b>	---	---	---	---	---	---	---	---	

## D. Additional Reports can be run against the ACTS database (mdb)-

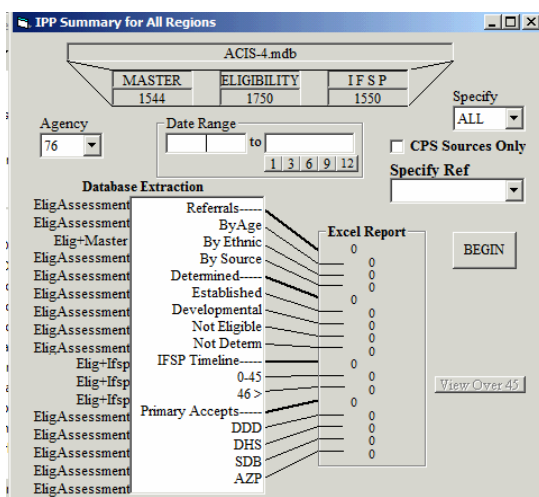
These reports are run from executable files (exe) developed by AzEIP, and utilize related report templates. These reports files are available for download on the AzEIP Data Transfer web site.

### 1. IPP Summary Report.

- This Report is created in an Excel spreadsheet and includes a summary of referral, eligibility and IFSP activity for the selected program or region during the Date Range selected. This report includes information that is helpful from a program management perspective, including:
  - The number of IPP records open at the end of each month
- Download the IPPSumAllRgnwithRefSrc+Age.exe file and the MstrProgRpt.xls from the Downloadable files section of the AzEIP data transfer site. Save the files to your ACTS folder.
- Open the ACTS folder and locate the IPPSumAllRgnwithRefSrc+Age.exe file. Double click on the file to start the report process.
- The following screen will appear, and you are asked to select the database that will be used for this report. Select the ACIS-4A.mdb.



- The following screen will appear:



Database Extraction	Referrals	Excel Report
EligAssessment	By Age	0
EligAssessment	By Ethnic	0
Elig+Master	By Source	0
EligAssessment	Determined	0
EligAssessment	Established	0
EligAssessment	Developmental	0
EligAssessment	Not Eligible	0
EligAssessment	Not Determ	0
Elig+Ifsp	IFSP Timeline	0
Elig+Ifsp	0-45	0
Elig+Ifsp	46 >	0
Elig+Ifsp	Primary Accepts	0
EligAssessment	DDD	0
EligAssessment	DHS	0
EligAssessment	SDB	0
EligAssessment	AZP	0

- Use the Specify drop down list to select the age range for this report or leave blank and all ages will be included.
- Enter the beginning Month/Date/Year for the report (mm/dd/yyyy).
- Enter the end date for the report, or select the number of months for the report to cover.
- Select the referral sources that you want to include in this report, or leave blank and all referral sources will be included.
- Click Begin to start the report.
- The report will open automatically. You can save, print or delete the report. If you save the report, use Save As and give the report a new name so that the report template is not overwritten.

	A	B	C	D	E	F	G	H	I	J	K	L	M		
1	IPP REPORT SUMMARY - AGENCY - # 76														
2	Counts Between Thursday, April 01, 2010 and Wednesday, June 30, 2010														
4	AT	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
5	END OF										28	27	26		
8	REFERRALS	73	<=Referral Dates within Range												
9	BY AGE	73	100%	BY ETHNICITY											
10		Age-0	27	37%	Native American:							26	36%		
11		Age-1	33	45%	Asian:							4	6%		
12		Age-2	13	18%	Black:							0	0%		
13		3+	0		Hispanic:							2	3%		
14					White:							40	56%		
15					Not Specified:							1	1%		
17	BY SOURCE	73	100%	% of											
18				Eligible:	16	22%	13	3							
19	Physician/Doctor:	29	40%		6	21%	6	0							
20	Parent/Family:	10	14%	Valid Other	3	30%	3	0							
21	Other:	2	3%	1	0	0%	0	0							
22	Hospital:	9	12%		3	33%	2	1							
23	ACYF/CPS:	10	14%		0	0%	0	0							
24	Nursery:	0	0%		0	0%	0	0							
25	DDD:	1	1%		1	100%	0	1							
26	Social Services:	0	0%		0	0%	0	0							
27	DHS:	0	0%		0	0%	0	0							
28	Therapists:	0	0%		0	0%	0	0							
29	Early Head Start:	0	0%		0	0%	0	0							
30	Local Edu:	10	14%		2	20%	2	0							
31	Child Find:	0	0%		0	0%	0	0							
32	Healthy Family:	0	0%		0	0%	0	0							
33	Public Health Fac:	1	1%		1	100%	0	1							
34	Child Care Fac:	1	1%		0	0%	0	0							
35	ASDB:	0	0%		0	0%	0	0							
36	* Found Eligible: This result may not occur during this time range.														
37	combiner unrecognized with valid 'Other'. Eligible user Valid '0'														
39	DETERMINATION	81	{ Assessment of Eligibility Completed } <--Eligibility Dates within Range												
40	Established Conditions:	3	4%	Reasons for Not Determined											
41	Developmental Delay:	26	32%	Information:								1	2%		
42	Total Eligible:	29	36%	Screened Out:								18	43%		
43	Not Eligible:	10	12%	No Contact:								10	24%		
44	Not Determined:	42	52%	Not Initiated:								6	14%		
45	Total Not Eligible:	52	64%	Other:								7	17%		
47	IFSP TIMELINE	40	<=Initial IFSP Dates within Range												
48	0-45 days:	18	45%	46-60									61-75	76-90	90+
49	46+ days:	22	55%	8								2	7	10	
51	PRIMARY AGENCY	28	Agency Acceptance Dates within Range												
52	DDD:	8	29%												
53	DHS:	0	0%												
54	SDB:	0	0%												
55	DES/AzEIP:	20	71%	*** AzEIP-All Header entered out - DDD, DHS, S											
4'10-6'10 / Sheet2 / Sheet3															
Ready															

## 2. Ages At Events Report

- This Report is created in an Excel spread sheet and presents a summary of referral, eligibility and IFSP activity based on the age of the children, within the Date Range selected.
- Download the AGESatEVENTS-3.exe file from the Downloadable files section of the AzEIP data transfer site. Save the file to your ACTS folder.
- Open the ACTS folder and locate the IPPSumAllRgnwithRefSrc+Age.exe file. Double click on the file to start the report process. This screen will appear:

- Select the program (Agency), and enter a start date in the Start Date Range box. Then select the number of months that you wish to be covered by the report (1,3,6,9 or 12 months). Click Begin.

- The report will open in an Excel file format. You can save, print or delete the file.

A	B	C	D	E	F	G	H	I
1	<b>MONTHLY AGES at EVENTS</b>							
2	BETWEEN 01/01/2010 and 03/31/2010							
3	Agency[ACIS-4A]							
4	Northland Therapy Services [Team Based]							
5	<b>1-REFERRALS</b>							
6		<b>0 to 1</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 &amp; Over</b>			
7		15	27	27	0			69
8		22%	39%	39%	0%			
9	<b>2-ELIGIBILITY DETERMINED</b>							
10		<b>0 to 1</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 &amp; Over</b>			
11		7	10	13	0			30
12		23%	33%	43%	0%			
13	YES	5	9	12	0			26
14	Eligible	1	1	1	1			4
15	Disqualified	4	8	11	0			24
16		57%	88%	88%	0%			
17								
18								
19	CCE	0	0	0	0			0
20	CCD	0	0	0	0			0
21	NO	2	1	1	0			4
22		50%	25%	25%	0%			
23								
24	<b>3-CLOSED NO DETERMINATION</b>							
25		<b>0 to 1</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 &amp; Over</b>			
26		8	6	11	0			25
27		32%	24%	44%	0%			
28								
29	<b>4-INITIAL IFSP DATES</b>							
30		<b>0 to 1</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 &amp; Over</b>			
31		3	8	12	0			23
32		13%	35%	52%	0%			
33								
34	<b>5-IFSP EXIT DATES</b>							
35		<b>0 to 1</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 &amp; Over</b>			
36		5	5	20	2			29
37		7%	17%	69%	7%			
38								
39	76-NTST in Mar'10 as of Jan'10							
40	Ready							